

WICHITA POLICE DEPARTMENT

POLICY NO. 805

SUBJECT: VEHICLES	
Effective Date: 4/2/2020	Distribution: All Personnel
Reviewed/Approved Date: 2/12/2020	Next Review Date: August 2022
Approved by: <i>Executive Staff</i>	Amends/Rescinds 1/9/2018
<i>This policy is for departmental use only and does not apply in any criminal or civil proceeding. This policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>	

I. PURPOSE

The purpose of this policy is to achieve maximum utilization of the Wichita Police Department's vehicles and provide for orderly assignment, tracking, maintenance, and repair.

II. PROCEDURES

A. General Guidelines

1. The Administrative Services Bureau is responsible for fleet coordination. All police vehicles will be assigned to a specific Bureau in each Division. The Bureau Commander will designate a supervisor to serve as the Bureau's Fleet Manager.
2. The Police Fleet Manager shall:
 - a. Ensure vehicle information is updated in the Fleet Inventory database. This includes individual vehicle assignments, mileage and service due.
 - b. Ensure vehicles receive timely maintenance [especially service, when due], including regular engine-oil checks.
 - c. Ensure vehicles are inspected at the end of each month.
3. Ideally, all vehicles of a particular make and model year will end their police careers in the same general condition and with approximately the same mileage. Bureau commanders shall ensure all vehicles are reassigned to different beats or other units to achieve this goal.
4. Members of the department are responsible for the condition, cleanliness and maintenance of the vehicle they are using at any particular time. Each employee will make a daily inspection of assigned vehicle, particularly noting service due and any new damage. Any member of the department finding a vehicle past due on service shall notify a supervisor and down the vehicle for service. If

circumstances prevent immediate downing, the supervisor shall schedule the vehicle for service as soon as is practicable. Any new damage found shall be handled according to Policy 401-Accidents Involving Police Vehicles.

5. Some vehicles are equipped with additional equipment. It should be checked routinely to ensure proper function and maintenance. This can include but is not limited to:
 - a. Stop Sticks
 - b. Cold Fire Tactical Fire Suppressant-a 20 oz. can with a plastic holder.
 1. It is preferred the Fire Suppressant is stored out of direct sunlight or areas with extreme heat. It can be used on all types of fires, but because it is liquid users should not spray it directly on any fire that may have an electrical current present. Because it is non-toxic, users can use this product directly on individuals. To use the product, remove the orange plastic wedge and depress the lever. Please read the printed instructions on the can. Once you use any amount of the product, notify a supervisor and have it replaced. Do not place a partially used can back into service.
 - c. First Responder Kit
6. Supervisors will monitor the status of downed vehicles and assignment of replacements.
7. Members of the department normally may only use vehicles assigned to their bureaus or sections. However, commanders may authorize temporary use of their vehicles by any member of the department.
8. Certain personnel are assigned to positions requiring call out on critical incidents. The Chief of Police will determine those positions and authorize take-home vehicles for the employees who are assigned. To be eligible for a take-home vehicle an employee shall meet the residency requirements in the City of Wichita Human Resources Policy Manual. When a department member is transferred from an authorized call-out position, the vehicle will be transferred to the employee who assumes the position. Take-home vehicles will be included in the responsible bureau's monthly fleet report.
9. A department member whose car needs repair will take it to Shop #2 located at the north end of the main building at the Central Maintenance Facility (CMF), 1801 South McLean Boulevard, between 0700 and 2330. From 2330 to 0700, vehicles should be parked on the down line of Shop #2 or Shop #4. The department member shall fill out a work order [available in an outside box near the down line] and place it in the vehicle. Shop personnel will notify the

appropriate bureau- or section commander when the vehicle is ready.

10. Hours for CMF are Monday thru Friday 0700 to 2330. CMF will make every effort to accommodate requests for after-hours assistance to departments using contract vendors as well as on-call personnel. Routinely needed items will be available and housed in a storage area located by the fuel pumps at the CMF complex. Air for tire inflation will be available at the CMF complex near the vacuum cleaners. Becker Tire Service, 943-7979, will handle all tire issues and Arrow Wrecker, 522-8156, will perform all towing or winching issues for City owned equipment, between the hours of 2330 and 0700 Monday thru Friday. Officers should contact SPIDER for after-hour tire repair or towing services.
11. All members of the department going off-duty will park their vehicles in parking spaces designated for police vehicles.
12. Supervisors will be responsible for the proper disposition of parking tickets received on vehicles assigned to their units.
13. Assignment of the Wichita Police Department trip-car is the responsibility of Information Services and may be checked out from Information Services personnel with authorization of a Division Commander or above. Conflicts in the use of the trip-car will be decided by the Administrative Services Bureau Commander based upon need.